

Engineering and Mechanical Company Seeks Receptionist



Qualifications:

- Ability to prepare construction bid/proposal is a plus
- Must know MS Office, with an emphasis on Excel and Power Point
- A/P entry and processing
- Valid CA driver's license

General:

- Company is located in Santa Fe Springs
- Random drug testing

Contact:

- [Apply online at VOS, click here to be connected to VOS](#)
 - [For VOS Assessment & Resume Builder/Assistance click here for details](#)
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For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org